



Report to

WA State Office of Financial Management

Grants, Contracts and Loans Feasibility Study

Use Cases



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1. ADVERTISE A SUB-GRANT

Use Case Name	Advertise a Sub-Grant
Use Case Number	1
Description	When grant money becomes available for sub-grants, state program staff must advertise its availability to potential applicants and maintain notification information. This may be on the Internet, email notifications, mailings or public presentations, or a combination of these.
Actors	Agreement Funder, Program Sub-Grant Manager, Program Sub-Grant Assistant, Project Manager
Priority	High
Preconditions	<ul style="list-style-type: none"> User has signed on to system User has permission to advertise a sub-grant User has sub-grant information to be advertised
Normal Process	<ol style="list-style-type: none"> User requests to advertise a sub-grant and enters program types, programs and project info if available System requests types of advertisement: e.g., publish on website, email to list, print flyer, etc. User selects type(s) of advertisement System requests information based on type(s), e.g., text for publishing, email list for email, text to print User enters or copies information System stores information System repeats from #4 for each type requested System follows up on information, e.g., displays web page, emails notices System logs advertising event into a database
Exceptional Process	<ol style="list-style-type: none"> System error on data store System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R1.1 The system must allow user to enter an opportunity identifier at least 15 characters long (including agency identifier) <i>Priority: Essential</i></p> <p>R1.2 The system must be able to generate an opportunity identifier in a pre-defined format at least 15 characters long (including agency identifier) <i>Priority: Essential</i></p> <p>R1.3 The system must support the following identifiers for opportunities in both code and description: state program identifier (at least 10 characters); state program type; funding program (at least 10 characters); funding program type; opportunity number (at least 15 characters); opportunity type <i>Priority: Essential</i></p> <p>R1.4 The system must allow user to record an unlimited number of other</p>

Use Case Name	<p>Advertise a Sub-Grant</p> <p>opportunity identifiers <i>Priority:</i> Essential</p> <p>R1.5 The system must allow user to enter, change and select advertisement format by state or funding program type, state or funding program, opportunity type and opportunity <i>Priority:</i> High</p> <p>R1.6 The system must allow user to enter, change and select boilerplate advertisement text by state or funding program type, state or funding program, opportunity type and opportunity <i>Priority:</i> High</p> <p>R1.7 The system must allow user to enter and store opportunity advertisement data items in a database that will allow the data items to be retrieved for later agreement transactions <i>Priority:</i> Essential</p> <p>R1.8 The system must allow user to advertise an opportunity in multiple ways including publishing on a web page and email list notification <i>Priority:</i> High</p> <p>R1.9 The system must allow user to enter or copy text into an opportunity advertisement <i>Priority:</i> High</p> <p>R1.10 The system must store and allow user to retrieve different versions of an opportunity advertisement <i>Priority:</i> High</p> <p>R1.11 The system must allow user to maintain a list of interested and qualified potential recipients by state or funding program type, state or funding program, opportunity type, opportunity, organization and role within organization <i>Priority:</i> High</p> <p>R1.12 The system must record the user-id, opportunity identifier and date/time of advertisement event in a change log <i>Priority:</i> Essential</p> <p>R1.13 The system must allow user to display advertisement events by opportunity identifier, date range or user-id <i>Priority:</i> Essential</p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	<p>AR1.1 The system must allow user to enter the program types and programs of opportunities the agency handles <i>Priority:</i> High</p> <p>AR1.2 The system must allow user to enter boilerplate advertisement text for the opportunity types valid for the agency <i>Priority:</i> High</p>
Post Condition	The advertisement is published and/or emailed according to user direction
Data Items	Opportunity items: Opportunity identifier, category of opportunity (sub-grant, contract, loan); type of opportunity (environmental, health, etc); state program type; funding program type; state program identifier; funding

Use Case Name	Advertise a Sub-Grant
	program identifier; project identifier; sub-project identifier; agreement identifier; some agreement terms and conditions, e.g., start date, end date, application deadline date, sub-grant amount; sub-grant location coordinates; contact person Advertisement items: format documents; text; version and publish dates Potential recipient info: name; contact information (email address); organization; role within organization Log info: user-id, opportunity identifier, date/time of advertisement publication
Notes	

2. PUBLISH SUB-GRANT APPLICATION

Use Case Name	Publish Sub-Grant Application
Use Case Number	2
Description	Each sub-grant may have a unique application or may share an application with another sub-grant or group of sub-grants. The application must be available with the sub-grant advertisement.
Actors	Agreement Funder, Program Sub-Grant Manager, Program Sub-Grant Assistant, Project Manager
Priority	High
Preconditions	<ul style="list-style-type: none"> • User has signed on to system • User has permission to publish a sub-grant application • User has sub-grant application information
Normal Process	<ol style="list-style-type: none"> 1. User requests to publish a sub-grant application and enters program type, program and project 2. System displays available formats for application for this program and project 3. User selects format 4. System displays available boilerplate text for application for this program and project 5. User selects desired boilerplate text 6. User enters additional sub-grant information and requests to publish application 7. System stores sub-grant information in database 8. System stores application and link to application on designated web page 9. System logs application event into a database
Exceptional Process	<ol style="list-style-type: none"> 2. User enters invalid program or project 3. System displays error message 7. User doesn't enter all required fields 8. System asks if user wants to save info and complete later 9. If user says yes, system saves info 10. If user says no, exit use case 7. System finds edit or business rule error 8. System displays error message 8. System error on data store

Use Case Name	Publish Sub-Grant Application
	9. System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R2.1 The system must allow user to store, update and select sub-grant application formats by state or funding program type, state or funding program, opportunity type and opportunity <i>Priority: Essential</i></p> <p>R2.2 The system must allow user to enter, change and select boilerplate application text by state or funding program type, state or funding program opportunity type and opportunity <i>Priority: Essential</i></p> <p>R2.3 The system must allow user to enter and store sub-grant application data items in a database that will allow the data items to be retrieved for later sub-grant transactions <i>Priority: Essential</i></p> <p>R2.4 The system must allow user to publish a sub-grant application in multiple ways including publishing on a web page and email list notification <i>Priority: Essential</i></p> <p>R2.5 The system must allow user to enter or copy text into a sub-grant application <i>Priority: Essential</i></p> <p>R2.6 The system must allow user to specify business rules edits in a sub-grant application <i>Priority: Essential</i></p> <p>R2.7 The system must store and allow user to retrieve different versions of a sub-grant application <i>Priority: High</i></p> <p>R2.8 The system must allow user to set up more than one sequential application for an opportunity <i>Priority: High</i></p> <p>R2.9 The system must record the user-id, opportunity identifier and date/time of application event in a change log <i>Priority: Essential</i></p> <p>R2.10 The system must allow user to display application events by opportunity identifier, date range or user-id <i>Priority: Essential</i></p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	<p>AR2.1 The system must allow user to enter application formats for the opportunity types valid for the agency <i>Priority: High</i></p> <p>AR2.2 The system must allow user to enter boilerplate application text for the opportunity types valid for the agency <i>Priority: High</i></p>
Post Condition	The application has been published in the manner requested
Data Items	<p>All data items in use case 1</p> <p>Application items: format documents; text; business rules; sequence</p>

Use Case Name	Publish Sub-Grant Application
	number; version and publish dates
	Log info: user-id, opportunity identifier, date/time of add/change
Notes	

3. PUBLISH SUB-GRANT EVALUATION CRITERIA

Use Case Name	Publish Sub-Grant Evaluation Criteria
Use Case Number	3
Description	Each sub-grant may have unique evaluation criteria or may share evaluation criteria with another sub-grant or group of sub-grants. The criteria must be available with the sub-grant application.
Actors	Agreement Funder, Program Sub-Grant Manager, Program Sub-Grant Assistant, Project Manager
Priority	High
Preconditions	<ul style="list-style-type: none"> • User has signed on to system • User has permission to publish sub-grant application evaluation criteria • User has sub-grant application evaluation information
Normal Process	<ol style="list-style-type: none"> 1. User requests to publish sub-grant application evaluation criteria and enters program type, program and project 2. System displays available formats for application evaluation criteria for this program and project 3. User selects format 4. System displays available boilerplate text for application evaluation criteria for this program and project 5. User selects desired boilerplate text 6. User enters additional sub-grant information and requests to publish evaluation criteria 7. System stores sub-grant information in database 8. System stores evaluation criteria and link to application on designated web page 9. System logs evaluation criteria event into a database
Exceptional Process	<ol style="list-style-type: none"> 2. User enters invalid program or project 3. System displays error message 9. User doesn't enter all required fields 10. System asks if user wants to save info and complete later 11. If user says yes, system saves info 12. If user says no, exit use case 9. System finds edit or business rule error 10. System displays error message 10. System error on data store

Use Case Name	Publish Sub-Grant Evaluation Criteria
	11. System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R3.1 The system must allow user to store and select sub-grant application evaluation criteria formats by state or funding program type, state or funding program, opportunity type and opportunity <i>Priority: High</i></p> <p>R3.2 The system must allow user to enter, change and select boilerplate application evaluation text by state or funding program type, state or funding program, opportunity type and opportunity <i>Priority: High</i></p> <p>R3.3 The system must allow user to enter and store sub-grant application evaluation data items in a database that will allow the data items to be retrieved for later sub-grant transactions <i>Priority: High</i></p> <p>R3.4 The system must allow user to publish sub-grant application evaluation criteria in multiple ways including publishing on a web page and email list notification <i>Priority: High</i></p> <p>R3.5 The system must allow user to enter or copy text into sub-grant application evaluation criteria <i>Priority: High</i></p> <p>R3.6 The system must allow entry of at least these evaluation criteria items: criteria number; description; possible points; weight; priority <i>Priority: High</i></p> <p>R3.7 The system must record the user-id, opportunity identifier and date/time of application evaluation criteria event in a log <i>Priority: Essential</i></p> <p>R3.8 The system must allow user to display evaluation criteria events by opportunity identifier, date range or user-id <i>Priority: Essential</i></p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	<p>AR3.1 The system must allow user to enter application evaluation criteria formats for the opportunity types valid for the agency <i>Priority: High</i></p> <p>AR3.2 The system must allow user to enter boilerplate application evaluation criteria text for the opportunity types valid for the agency <i>Priority: High</i></p>
Post Condition	The application evaluation criteria has been published in the manner requested
Data Items	<p>All data items in use cases 1 and 2</p> <p>Application evaluation criteria items: format documents; text; version and publish dates</p> <p>Log info: user-id, opportunity identifier, date/time of add</p>
Notes	Application evaluation criteria will likely need to carry forward to the agreement, progress report and close-out forms

4. SET UP EVALUATION WORKFLOW

Use Case Name	Set up Evaluation Workflow
Use Case Number	4
Description	Evaluation of sub-grant applications may involve many different people and processes inside or outside of state agencies and any one may be unique or like others
Actors	Evaluation Coordinator, Program Sub-Grant Manager, Program Sub-Grant Assistant, Project Manager
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has signed on to system User has permission to set up evaluation workflow User has sub-grant application evaluation process information
Normal Process	<ol style="list-style-type: none"> User requests to add or change evaluation workflow for a sub-grant System presents a form to set up evaluation workflow User fills in the form and indicates complete/save System checks business rules and edits System stores evaluation workflow information System displays a message of successful store
Exceptional Process	<ol style="list-style-type: none"> User doesn't enter all required fields System asks if user wants to save info and complete later If user says yes, system saves info If user says no, exit use case <ol style="list-style-type: none"> System finds edit or business rule error System displays error message <ol style="list-style-type: none"> System error on data store System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R4.1 The system must allow user to specify and maintain the correct workflow to evaluate a sub-grant application <i>Priority:</i> Essential</p> <p>R4.2 The system must allow user to set persons other than state agency staff as participants in evaluation workflows <i>Priority:</i> Essential</p> <p>R4.3 The system must include a customizable calendar schedule in a evaluation criteria workflow <i>Priority:</i> Essential</p> <p>R4.4 The system must include at least these events in a customizable evaluation criteria workflow: alert, confirmation, delegation, application</p>

Use Case Name	Set up Evaluation Workflow
	<p>approval, application rejection, application award, audit, purge/close evaluation</p> <p><i>Priority:</i> Essential</p> <p>R4.5 The system must include at least these attributes for a customizable evaluation criteria workflow event: type, trigger, frequency/schedule, sequence, content, recipients, approver, follow-up requirements, restrictions and suppression criteria</p> <p><i>Priority:</i> Essential</p> <p>R4.6 The system must include at least these attributes for a customizable evaluation criteria workflow participant: contact information, group and subgroup affiliation, group and subgroup relationships, delegation default</p> <p><i>Priority:</i> Essential</p> <p>R4.7 The system must allow user to specify business rules for an evaluation criteria workflow</p> <p><i>Priority:</i> Essential</p> <p>R4.8 The system must allow a workflow participant to display his/her outstanding work</p> <p><i>Priority:</i> Essential</p> <p>R4.9 The system must allow user to copy one sub-grant application evaluation workflow to another</p> <p><i>Priority:</i> Essential</p> <p>R4.10 The system must allow user to set up evaluation workflows by state or funding program type, state or funding program, opportunity type and opportunity</p> <p><i>Priority:</i> Essential</p> <p>R4.11 The system must allow anonymous participants and restriction of reports to show or not show anonymous participants' name</p> <p><i>Priority:</i> Essential</p> <p>R4.12 The system must record the user-id, opportunity identifier and date/time of application evaluation criteria workflow event in a log</p> <p><i>Priority:</i> Essential</p> <p>R4.13 The system must allow user to display evaluation criteria workflow events by opportunity identifier, date range or user-id</p> <p><i>Priority:</i> Essential</p> <p>R4.14 The system must allow interface with an enterprise HR system for workflow participants</p> <p><i>Priority:</i> Medium</p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	
Post Condition	The sub-grant application evaluation workflow has been stored
Data Items	<p>Workflow items: events; event attributes; participants; participant attributes; business rules; schedule</p> <p>Log info: user-id, opportunity identifier, date/time of update</p>
Notes	

5. APPLY FOR A SUB-GRANT

Use Case Name	Apply for a Sub-Grant
Use Case Number	5
Description	An individual or representative of an organization fills out an application for a sub-grant and submits it as instructed. Application may be on-line or on paper.
Actors	Applicant, Respondent
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has navigated to sub-grant advertisement web page User has registered to apply for a sub-grant (use case 35) User has sub-grant application information
Normal Process	<ol style="list-style-type: none"> User selects link to sub-grant application web page Web page for sub-grant application appears User fills in the application form and indicates complete/save System checks business rules and edits System stores application System displays a message of successful submission
Exceptional Process	<ol style="list-style-type: none"> User doesn't enter all required fields System asks if user wants to save info and complete later If user says yes, system saves info If user says no, exit use case <ol style="list-style-type: none"> System finds edit or business rule error System displays error message <ol style="list-style-type: none"> System error on application store System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R5.1 The system must allow public individuals and organizations' staff to complete and submit an on-line application for a sub-grant <i>Priority:</i> Essential</p> <p>R5.2 The system must allow entry of an incomplete sub-grant application, save it and allow user to complete it later <i>Priority:</i> Essential</p> <p>R5.3 The system must allow user to record the receipt of a paper application and application data <i>Priority:</i> Essential</p> <p>R5.4 The system must assign an application identifier to each application submitted or recorded for an opportunity <i>Priority:</i> Essential</p>

Use Case Name	Apply for a Sub-Grant
	<p>R5.5 The system must allow user to copy applicant registration information to an application <i>Priority:</i> Essential</p> <p>R5.6 The system must allow electronic authentication of an on-line application form <i>Priority:</i> Essential</p> <p>R5.7 The system must send positive acknowledgement in either email or generate a paper letter with the date and time of application receipt <i>Priority:</i> Essential</p> <p>R5.8 The system must allow applicant to display the status of their application in the evaluation process (use case 6) <i>Priority:</i> Essential</p> <p>R5.9 The system must record the opportunity identifier and date/time of application submission in a log <i>Priority:</i> Essential</p> <p>R5.10 The system must allow user to display application events by opportunity identifier, date range or user-id <i>Priority:</i> Essential</p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	
Post Condition	The sub-grant application has been submitted
Data Items	<p>All data items in use cases 1, 2, 3 and 35</p> <p>Application information: Application identifier; Applicant information, including: name, contact info, address, TIN, other identifying numbers, specific application data</p> <p>Log info: opportunity identifier, application identifier, applicant identifier, date/time of application submission</p>
Notes	

6. EVALUATE APPLICATION

Use Case Name	Evaluate Application
Use Case Number	6
Description	Appropriate state agency program staff will receive, process/decide and pass on all applications, according to the evaluation workflow for the particular sub-grant. Includes preliminary review for completeness and draft award list.
Actors	Applicant, Evaluation Coordinator, Application Evaluator, Program Sub-Grant Manager, Program Sub-Grant Assistant, Program Officer, Project Manager
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has signed on to system User has permission to evaluate applications Workflow has been set up for this sub-grant application evaluation
Normal Process	<ol style="list-style-type: none"> User requests list of outstanding work items System displays outstanding work items for user User selects an application to evaluate System displays application User reviews application and indicates next step: approval or rejection System applies workflow rules, e.g., routes to next person in workflow
Exceptional Process	<ol style="list-style-type: none"> User has no outstanding work items Exit use case System error in workflow System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R6.1 The system must display links to a user's outstanding work items for each workflow in which the user is a participant <i>Priority:</i> Essential</p> <p>R6.2 The system must route a submitted sub-grant application according to the current evaluation workflow stored for the sub-grant <i>Priority:</i> Essential</p> <p>R6.3 The system must alert an evaluator of submitted sub-grant application according to the current evaluation workflow stored for the sub-grant <i>Priority:</i> Essential</p> <p>R6.4 The system must allow user to enter a project identifier (at least 10 characters) while evaluating an application <i>Priority:</i> Essential</p> <p>R6.5 The system must generate a scorecard based on the published evaluation criteria, including each criteria with number, description, possible points, weight, priority</p>

Use Case Name	Evaluate Application
	<p><i>Priority: High</i></p> <p>R6.6 The system must allow application evaluator to add scores and notes to a scorecard</p> <p><i>Priority: High</i></p> <p>R6.7 The system must allow user to generate an award list based on all scorecards for a sub-grant</p> <p><i>Priority: High</i></p> <p>R6.8 System must allow user to publish or distribute a draft award list via email</p> <p><i>Priority: Essential</i></p> <p>R6.9 The system must update the status of an application according to its progress through the workflow</p> <p><i>Priority: Essential</i></p> <p>R6.10 The system must allow user to display an applicant's other agreements and applications while evaluating an application</p> <p><i>Priority: Essential</i></p> <p>R6.11 The system must allow user to display an applicant's performance record while evaluating an application</p> <p><i>Priority: Essential</i></p> <p>R6.12 The system must record the user-id, opportunity identifier and date/time of application evaluation event in a log</p> <p><i>Priority: Essential</i></p> <p>R6.13 The system must allow user to display evaluation events by opportunity number, date range or user-id</p> <p><i>Priority: Essential</i></p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	<p>AR6.1 System must allow user to specify format of draft award list and method of publishing</p> <p><i>Priority: High</i></p>
Post Condition	The application has been evaluated and passed to the next workflow step; draft award list has been published
Data Items	<p>Items in use cases 1 – 5; project identifier</p> <p>Application evaluation items: notes, status</p> <p>Log info: user-id, opportunity identifier; application identifier; applicant identifier, date/time evaluation event completed</p>
Notes	

7. AWARD DECISION

Use Case Name	Award Decision
Use Case Number	7
Description	Appropriate state agency program staff will select and award the sub-grant to a recipient based on evaluations and draft award list
Actors	Recipient Signer, Agreement Approver
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has signed on to system User has permission to award money and has been set as person to award sub-grant to applicant in evaluation workflow
Normal Process	<ol style="list-style-type: none"> User requests list of outstanding work items System displays outstanding work items for user User selects application to award System displays application User reviews application and indicates next step: award System applies workflow rules, e.g., routes to next person in workflow
Exceptional Process	<ol style="list-style-type: none"> User has no outstanding work items Exit use case System error in workflow System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R7.1 System must allow user to specify which application is to be awarded <i>Priority: Essential</i></p> <p>R7.2 System must allow user to generate, using application data, an award notice to recipient and rejection notices to applicants in either email or a Word document <i>Priority: Essential</i></p> <p>R7.3 System must allow user to change a generated award/rejection email or document before sending <i>Priority: Essential</i></p> <p>R7.4 System must copy awarded applicant's information to agreement information <i>Priority: Essential</i></p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	
Post Condition	The sub-grant has been awarded to the recipient; recipient has been notified; rejected applicants have been notified

Use Case Name	Award Decision
Data Items	Data items from use case 6 Log info: user-id, opportunity identifier, application identifier, date/time of award
Notes	

8. SET UP/CHANGE AGREEMENT INFO, TERMS AND CONDITIONS

Use Case Name	Set Up/Change Agreement Info, Terms and Conditions
Use Case Number	8
Description	Once the recipient has been decided, state agency program staff will set up the agreement in the new system by entering facts about the agreement
Actors	Program Sub-Grant Manager, Program Sub-Grant Assistant, Program Officer, Contract Manager, Contract Assistant, Contract Officer, Project Manager
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has signed on to system User has permission to change an agreement User has agreement information
Normal Process	<ol style="list-style-type: none"> User enters agreement number and requests to add or update System presents agreement with current information User fills in or changes agreement information and saves System checks business rules and edits System stores agreement information System displays a message of successful update
Exceptional Process	<ol style="list-style-type: none"> User doesn't have permission to add this type of agreement System displays error message User doesn't enter all required fields System asks if user wants to save info and complete later If user says yes, system saves info If user says no, exit use case System finds edit or business rule error System displays error message System error on data store System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R8.1 The system must allow user to enter an agreement identifier at least 15 characters long (including agency identifier) <i>Priority:</i> Essential</p> <p>R8.2 The system must be able to generate an agreement identifier in a pre-defined format at least 15 characters long (including agency identifier)</p>

Use Case Name	Set Up/Change Agreement Info, Terms and Conditions
	<p><i>Priority:</i> Essential</p> <p>R8.3 The system must allow user to store, update and select agreement formats by agreement type, agency, program type, program and project</p> <p><i>Priority:</i> Essential</p> <p>R8.4 The system must allow user to enter, change and select boilerplate agreement text by agreement type, agency, program type, program and project</p> <p><i>Priority:</i> Essential</p> <p>R8.5 The system must allow user to enter and update agreement information, either during or after the competitive process</p> <p><i>Priority:</i> Essential</p> <p>R8.6 The system must allow entry of work orders on a contract</p> <p><i>Priority:</i> Essential</p> <p>R8.7 The system must allow recording of business rules for agreement information, e.g., end date must be later than start date; work order amounts must not exceed contract amount</p> <p><i>Priority:</i> Essential</p> <p>R8.8 The system must apply business rules to requests to enter and update agreements and allow/disallow entry based on the business rules</p> <p><i>Priority:</i> Essential</p> <p>R8.9 The system must allow optional generation of a new agreement number after award</p> <p><i>Priority:</i> Essential</p> <p>R8.10 The system must allow attaching documents in MS Office, pdf or graphics formats</p> <p><i>Priority:</i> Essential</p> <p>R8.11 The system must inspect attachments for viruses before accepting and storing with the agreement</p> <p><i>Priority:</i> Essential</p> <p>R8.12 The system must allow entry of more than one name for a recipient or vendor</p> <p><i>Priority:</i> Essential</p> <p>R8.13 The system must allow entry of more than one address for a recipient or vendor</p> <p><i>Priority:</i> Essential</p> <p>R8.14 The system must allow user to copy applicant's information from the application to the recipient/vendor file</p> <p><i>Priority:</i> Essential</p> <p>R8.15 The system must allow entry of more than one set of geographic coordinates for an agreement, i.e., location of recipient and location of work</p> <p><i>Priority:</i> Essential</p> <p>R8.16 The system must allow entry of milestones and outcomes expected for an agreement</p> <p><i>Priority:</i> Essential</p> <p>R8.17 The system must allow entry of one or more enterprise performance activities to which the agreement contributes</p> <p><i>Priority:</i> Essential</p>

Use Case Name	Set Up/Change Agreement Info, Terms and Conditions
	<p>R8.18 The system must allow entry of sub-project identifier (up to 10 characters) while recording an agreement <i>Priority:</i> Essential</p> <p>R8.19 The system must allow entry of funding source: state, federal, other <i>Priority:</i> Essential</p> <p>R8.20 The system must allow entry of an unlimited number of document or other identifiers associated with an agreement <i>Priority:</i> Essential</p> <p>R8.21 The system must allow entry of an agreement risk indicator <i>Priority:</i> Essential</p> <p>R8.22 The system must allow setting indicator flags for an agreement, including one for sub-recipient monitoring <i>Priority:</i> Essential</p> <p>R8.23 The system must allow entry of a short description and a separate long description up to 6000 characters <i>Priority:</i> Essential</p> <p>R8.24 The system must allow entry of incomplete agreement information, save it and allow user to complete it later <i>Priority:</i> Essential</p> <p>R8.25 The system must allow electronic authentication of an on-line agreement form <i>Priority:</i> Essential</p> <p>R8.26 The system must be able to restrict updating agreements by type of agreement (sub-grant/contract/loan) and by program and project <i>Priority:</i> Essential</p> <p>R8.27 The system must record the user-id, agreement identifier and date/time of agreement update in a log <i>Priority:</i> Essential</p> <p>R8.28 The system must allow user to display agreement events by sub-grant number, date range or user-id <i>Priority:</i> Essential</p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	<p>AR8.1 The system must allow recording agency-definable fields with an agreement <i>Priority:</i> Essential</p> <p>AR8.2 The system must be able to use different sets of item values for different agencies <i>Priority:</i> Essential</p> <p>AR8.3 The system must allow user to record different formats of agreement outcomes for different agencies, programs and projects <i>Priority:</i> High</p>
Post Condition	The agreement information has been stored.
Data Items	All agreement info if not entered in use cases 1 – 7; terms and conditions; authority; amount; funding sources; descriptions; purpose; agreement

Use Case Name	Set Up/Change Agreement Info, Terms and Conditions
	manager; contact person; start date; end date; recipient or vendor name, AKA, type, address, TIN and UBI; contract competition method; sub-sub-object; other document numbers; contract expenditure type; POG activity; location of actual work (coordinates); milestones; expected outcomes; sub-recipient monitoring flat; agreement risk indicator; agreement-specific data Log info: user-id, agreement identifier, date/time of update
Notes	

9. SET UP/CHANGE AGREEMENT SCHEDULE

Use Case Name	Set Up/Change Agreement Schedule
Use Case Number	9
Description	Most agreements will involve a schedule that must be followed for compliance. State agency program staff will set and maintain the schedule for each agreement, which may be unique or like others. Includes advance notification of schedule due dates.
Actors	Program Sub-Grant Manager, Program Sub-Grant Assistant, Program Officer, Contract Manager, Contract Assistant, Contract Officer, Project Manager
Priority	High
Preconditions	<ul style="list-style-type: none"> • User has signed on to system • User has permission to update agreement schedule • User has agreement schedule information
Normal Process	<ol style="list-style-type: none"> 1. User requests to add or change agreement schedule 2. System presents a form to set up agreement schedule 3. User fills in the form and indicates complete/save 4. System checks business rules and edits 5. System stores agreement schedule information 6. System displays a message of successful store
Exceptional Process	<ol style="list-style-type: none"> 4. User doesn't enter all required fields 5. System asks if user wants to save info and complete later 6. If user says yes, system saves info 7. If user says no, exit use case <ol style="list-style-type: none"> 5. System finds edit or business rule error 6. System displays error message <ol style="list-style-type: none"> 6. System error on data store 7. System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R9.1 The system must allow user to specify and maintain the correct calendar schedule for an agreement, including: date, expected event, notification interval, and persons to notify <i>Priority: Essential</i></p> <p>R9.2 The system must allow user to specify what event will stop a notification <i>Priority: Essential</i></p> <p>R9.3 The system must integrate agreement calendars and workflows so that receipt of a document to workflow satisfies the calendar event</p>

Use Case Name	Set Up/Change Agreement Schedule
	<p><i>Priority:</i> Essential</p> <p>R9.4 The system must allow user to indicate that a calendar event has been satisfied</p> <p><i>Priority:</i> Essential</p> <p>R9.5 The system must set and update at least these statuses of calendar events: due, overdue, satisfied</p> <p><i>Priority:</i> Essential</p> <p>R9.6 The system must allow user to display agreements by status of certain calendar events</p> <p><i>Priority:</i> Essential</p> <p>R9.7 The system must allow user to specify and select default calendar schedules for agreements</p> <p><i>Priority:</i> Essential</p> <p>R9.8 The system must allow user to copy one agreement calendar schedule to another</p> <p><i>Priority:</i> Essential</p> <p>R9.9 The system must notify or not notify users according to the calendar schedule for an agreement</p> <p><i>Priority:</i> Essential</p> <p>R9.10 The system must allow agreement schedules that last longer than 50 years</p> <p><i>Priority:</i> Essential</p> <p>R9.11 The system must record the user-id, agreement identifier and date/time of agreement schedule update in a log</p> <p><i>Priority:</i> Essential</p> <p>R9.12 The system must allow user to display agreement schedule events by agreement number, date range or user-id</p> <p><i>Priority:</i> Essential</p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	
Post Condition	The agreement schedule information has been stored
Data Items	<p>Agreement schedule items: event; dates of event; persons to notify; stop event; status</p> <p>Log info: user-id, agreement identifier, date/time of update</p>
Notes	An amendment may require changes to agreement budget, schedule and workflow.

10. SET UP/CHANGE AGREEMENT BUDGET

Use Case Name	Set Up/Change Agreement Budget
Use Case Number	10
Description	All agreements will involve a budget that agrees with the budget of the funder. State agency program staff will set and maintain the budget for each sub-grant, which may be unique or like others.
Actors	Program Sub-Grant Manager, Program Sub-Grant Assistant, Program Officer, Contract Manager, Contract Assistant, Contract Officer, Fiscal Manager, Fiscal Assistant, Budget Officer, Project Manager
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has signed on to system User has permission to update agreement budget User has agreement budget information
Normal Process	<ol style="list-style-type: none"> User requests to add or change agreement budget System presents a form to set up agreement budget User fills in the form and indicates complete/save System checks business rules and edits System stores agreement budget information System displays a message of successful store
Exceptional Process	<ol style="list-style-type: none"> User doesn't enter all required fields System asks if user wants to save info and complete later If user says yes, system saves info If user says no, exit use case <ol style="list-style-type: none"> System finds edit or business rule error System displays error message <ol style="list-style-type: none"> System error on data store System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R10.1 The system must allow user to specify and maintain the budget for an agreement at both total and line-item levels <i>Priority:</i> Essential</p> <p>R10.2 The system must not require a budget for all agreements, according to business rules <i>Priority:</i> Essential</p> <p>R10.3 The system must allow entry of state obligated percent amount if different from total agreement budget <i>Priority:</i> Essential</p> <p>R10.4 The system must allow entry and calculation of terms of payment</p>

Use Case Name	Set Up/Change Agreement Budget
	<p>including amount to be paid for each deliverable <i>Priority: Essential</i></p> <p>R10.5 The system must allow entry and calculation of terms of payment including different kinds of match requirements (%) and retain/release requirements (%) <i>Priority: Essential</i></p> <p>R10.6 The system must allow entry and calculation of terms of payment types including: in-kind percent and maximum in-kind amount; interlocal percent and maximum interlocal amount <i>Priority: Essential</i></p> <p>R10.7 The system must allow entry of priorities of different terms of payment types including: cash; interlocal; in-kind; cash plus in-kind; cash plus in-kind plus interlocal <i>Priority: Essential</i></p> <p>R10.8 The system must allow user to specify business rules for calculation of payment amount based on agreement budget terms of payment <i>Priority: Essential</i></p> <p>R10.9 The system must allow user to specify a budget as locked to changes <i>Priority: Essential</i></p> <p>R10.10 The system must allow user to store and update a request for payment report form for an agreement, including deliverables and budget line items <i>Priority: Essential</i></p> <p>R10.11 The system must allow user to specify business rules edits in a request for payment form for an agreement <i>Priority: Essential</i></p> <p>R10.12 The system must store and allow user to retrieve different versions of an agreement budget <i>Priority: Essential</i></p> <p>R10.13 The system must allow for verification of funding codes and amounts with an enterprise fiscal system <i>Priority: Essential</i></p> <p>R10.14 The system must record the user-id, agreement identifier and date/time of budget update in a log <i>Priority: Essential</i></p> <p>R10.15 The system must allow user to display agreement budget events by agreement number, date range or user-id <i>Priority: Essential</i></p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	<p>AR10.1 The system must allow for verification of funding codes and amounts <i>Priority: Essential</i></p>
Post Condition	The agreement budget information has been stored
Data Items	Agreement budget items: date; status; total budgeted amount; total amount drawn down; total amount remaining; for each line item: activity; funding source; budgeted amount; amount drawn down; amount remaining

Use Case Name	Set Up/Change Agreement Budget
	Log info: user-id, agreement identifier, date/time of update
Notes	An amendment may require changes to agreement budget, schedule and workflow.

11. SET UP/CHANGE AGREEMENT WORKFLOW

Use Case Name	Set Up/Change Agreement Workflow
Use Case Number	11
Description	Maintaining agreements will involve workflows, such as routing for approval and signatures, to assure compliance with terms of the agreement and sound fiscal policy. State agency program staff will set and maintain the workflow for each agreement, which may be unique or like others.
Actors	Program Sub-Grant Manager, Program Sub-Grant Assistant, Project Manager
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has signed on to system User has permission to update agreement workflow User has agreement workflow information
Normal Process	<ol style="list-style-type: none"> User requests to add or change agreement workflow System presents a form to set up agreement workflow User fills in the form and indicates complete/save System checks business rules and edits System stores agreement workflow information System displays a message of successful store
Exceptional Process	<ol style="list-style-type: none"> User doesn't enter all required fields System asks if user wants to save info and complete later If user says yes, system saves info If user says no, exit use case <ol style="list-style-type: none"> System finds edit or business rule error System displays error message <ol style="list-style-type: none"> System error on data store System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R11.1 The system must allow user to specify and maintain the correct workflow to monitor an agreement <i>Priority: Essential</i></p> <p>R11.2 The system must allow persons other than state agency staff to participate in agreement workflows <i>Priority: Essential</i></p> <p>R11.3 The system must include at least these participant actions in a customizable agreement workflow: alert, confirm, delegate, approve, reject, close <i>Priority: Essential</i></p>

Use Case Name	Set Up/Change Agreement Workflow
	<p>R11.4 The system must include the ability to set customizable workflow for at least these agreement event types: budget or schedule change; amendment; deliverable; progress report; financial transaction; audit; close – financial; close – program <i>Priority: Essential</i></p> <p>R11.5 The system must include at least these attributes for a customizable agreement workflow event: type, trigger, frequency/schedule, sequence, content, recipients, approver, follow-up requirements, restrictions and suppression criteria <i>Priority: Essential</i></p> <p>R11.6 The system must include at least these attributes for a customizable agreement workflow participant: contact information, group and subgroup affiliation, group and subgroup relationships, delegation default <i>Priority: Essential</i></p> <p>R11.7 The system must allow an agreement workflow participant to display his/her outstanding work <i>Priority: Essential</i></p> <p>R11.8 The system must allow user to copy one agreement workflow to another <i>Priority: Essential</i></p> <p>R11.9 The system must allow agreement workflow and agreement schedule to work in concert with each other <i>Priority: Essential</i></p> <p>R11.10 The system must store and allow user to retrieve different versions of an agreement workflow <i>Priority: Medium</i></p> <p>R11.11 The system must record the user-id, sub-grant identifier and date/time of agreement workflow event in a log <i>Priority: Essential</i></p> <p>R11.12 The system must allow user to display agreement workflow events by agreement number, date range or user-id <i>Priority: Essential</i></p> <p>R11.13 The system must be able to receive workflow participant information from an agency HR system <i>Priority: High</i></p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	
Post Condition	The agreement workflow has been stored
Data Items	<p>Workflow items: events; event attributes; participants; participant attributes; schedule;</p> <p>Log info: user-id, agreement identifier, date/time of update</p>
Notes	<p>Agreement workflow is expected to be used for agreement changes, progress reports, requests for payment, payments, financial adjustments, inspections, audits, and close out.</p> <p>An amendment may require changes to agreement budget, schedule and</p>

Use Case Name	Set Up/Change Agreement Workflow
	workflow.

12. AMEND AN AGREEMENT

Use Case Name	Amend an Agreement
Use Case Number	12
Description	Formally amend an agreement when certain terms or conditions change
Actors	Program Sub-Grant Manager, Program Sub-Grant Assistant, Contract Manager, Contract Assistant, Contract Officer, Project Manager
Priority	Essential
Preconditions	<ul style="list-style-type: none"> • User has signed on to system • User has permission to amend an agreement • User has agreement amendment information
Normal Process	<ol style="list-style-type: none"> 1. User enters agreement number and requests to amend 2. System presents agreement with current information 3. User enters amended information and saves 4. System checks business rules and edits 5. System stores agreement information 6. System displays a message of successful update
Exceptional Process	<ol style="list-style-type: none"> 2. User doesn't have permission to amend this type of agreement 3. System displays error message 4. User doesn't enter all required fields 5. System asks if user wants to save info and complete later 6. If user says yes, system saves info 7. If user says no, exit use case 5. System finds edit or business rule error 6. System displays error message 6. System error on data store 7. System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R12.1 The system must allow user to enter and update an amendment to an agreement by copying from the agreement or another amendment <i>Priority:</i> Essential</p> <p>R12.2 The system must allow recording of business rules for agreement amendment information, e.g., which items may be changed <i>Priority:</i> Essential</p> <p>R12.3 The system must apply business rules to requests to amend agreements and allow/disallow update based on the business rules <i>Priority:</i> Essential</p>

Use Case Name	Amend an Agreement
	<p>R12.4 allow recording of formal and informal amendments <i>Priority:</i> Essential</p> <p>R12.5 The system must allow user to select the original contract or any amendment to display or update <i>Priority:</i> Essential</p> <p>R12.6 The system must allow user to display the current values for each agreement, including changes and amendments <i>Priority:</i> Essential</p> <p>R12.7 The system must allow entry of incomplete amendment information, save it and allow user to complete it later <i>Priority:</i> Essential</p> <p>R12.8 The system must be able to restrict user updating amendments by type of agreement (sub-grant/contract/loan) and by program and project <i>Priority:</i> Essential</p> <p>R12.9 The system must allow electronic authentication of an on-line amendment form <i>Priority:</i> Essential</p> <p>R12.10 The system must record the user-id, agreement identifier, recipient identifier and date/time of amendment update in a log <i>Priority:</i> Essential</p> <p>R12.11 The system must allow user to display amendment events by agreement number, recipient identifier, date range or user-id <i>Priority:</i> Essential</p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	
Post Condition	The amendment information has been stored and current agreement information updated
Data Items	<p>All data items in use case 8</p> <p>Log info: user-id, agreement identifier, recipient identifier, date/time of add</p>
Notes	An amendment may require changes to agreement budget, schedule and workflow.

13. MONITOR AGREEMENT

Use Case Name	Monitor Agreement
Use Case Number	13
Description	Track an agreement through its life to ensure all terms and conditions are being followed
Actors	Program Sub-Grant Manager, Program Sub-Grant, Program Officer, Inspector, Auditor, Contract Manager, Contract Assistant, Contract Officer, Fiscal Manager, Fiscal Assistant, Fiscal Officer, Agency Performance Manager, Enterprise Performance Manager, Project Manager
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has signed on to system User has permission to see agreement information
Normal Process	<ol style="list-style-type: none"> User requests agreement information System displays agreement information System alerts user according to the agreement schedule
Exceptional Process	<ol style="list-style-type: none"> System error on alert System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R13.1 The system must allow user to see all information for an agreement in a consolidated display, e.g., agreement with “tabs” for different kinds of agreement information <i>Priority: Essential</i></p> <p>R13.2 The system must allow user to display a summary of an agreement, including: current start and end dates, current amount remaining, deliverables status, agreement workflow status, notes <i>Priority: Essential</i></p> <p>R13.3 The system must allow user to specify which agreement summary items should appear on a summary report for a certain agreement <i>Priority: High</i></p> <p>R13.4 The system must allow user to update and display agreement information after the agreement is closed <i>Priority: Essential</i></p> <p>R13.5 The system must allow user to display the schedule for an agreement <i>Priority: Essential</i></p> <p>R13.6 The system must allow workflow participant to display his/her outstanding work by agreement identifier <i>Priority: Essential</i></p> <p>R13.7 The system must allow user to record recipient/vendor performance information by agency and state program <i>Priority: Essential</i></p> <p>R13.8 The system must allow user to record recipient/vendor risk information by agency and state program <i>Priority: Essential</i></p>

Use Case Name	Monitor Agreement
Agency-Specific Requirements/ Priority (Essential, High, Low)	
Post Condition	User has agreement monitoring information
Data Items	User's summary items Recipient performance information: Agency, program, rating, text Recipient risk information: Agency, program, rating, text
Notes	

14. REPORT PROGRESS

Use Case Name	Report Progress
Use Case Number	14
Description	The Recipient will report progress at pre-defined intervals and in pre-defined formats
Actors	Sub-Grant Recipient, Contractor, Loan Recipient, Program Sub-Grant Manager, Program Sub-Grant Assistant, Contract Manager, Contract Assistant, Contract Officer, Project Manager
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has signed on to system User has permission to report progress on an agreement Workflow has been set up for this agreement
Normal Process	<ol style="list-style-type: none"> User receives notice to report progress User enters agreement identifier and requests to report progress System presents a progress form blank except for agreement information User fills in the form and indicates complete/save System checks business rules and edits System stores progress information and transmits according to agreement workflow System displays a message of successful store
Exceptional Process	<ol style="list-style-type: none"> User doesn't have permission to report for this type of agreement System displays error message User doesn't enter all required fields System asks if user wants to save info and complete later If user says yes, system saves info If user says no, exit use case System finds edit or business rule error System displays error message System error on data store System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R14.1 The system must allow user to store and update agreement progress report formats <i>Priority:</i> Essential</p> <p>R14.2 The system must allow user to select an agreement progress report</p>

Use Case Name	Report Progress
	<p>format to use for an agreement <i>Priority:</i> Essential</p> <p>R14.3 The system must allow user to specify business rules edits in an agreement progress report form including changes from agreement budget <i>Priority:</i> Essential</p> <p>R14.4 The system must allow recipient to request, complete and submit a progress report form for an agreement <i>Priority:</i> Essential</p> <p>R14.5 The system must allow entry of incomplete agreement progress report information, save it and allow user to complete it later <i>Priority:</i> High</p> <p>R14.6 The system must allow electronic authentication of an on-line progress report form <i>Priority:</i> Essential</p> <p>R14.7 The system must allow user to record the receipt of a paper progress report and progress data <i>Priority:</i> Essential</p> <p>R14.8 The system must allow user to view all progress reports for an agreement within a date range <i>Priority:</i> High</p> <p>R14.9 The system must record the user-id, agreement identifier and date/time of progress report events in a log <i>Priority:</i> Essential</p> <p>R14.10 The system must allow user to display progress report events by agreement number, date range or user-id <i>Priority:</i> Essential</p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	<p>RA14.1 The system must allow user to enter, update and select agreement progress report formats for the programs and projects valid for the agency <i>Priority:</i> High</p>
Post Condition	The progress report format has been assigned to an agreement and the progress report submitted according to the agreement workflow
Data Items	<p>Progress report items: date, date range, progress indicators, progress indicator values, agreement-specific data, business rules</p> <p>Log info: agreement identifier, date/time of progress report submission</p>
Notes	

15. REPORT TO FUNDING SOURCE

Use Case Name	Report to Funding Source
Use Case Number	15
Description	State agency program staff report to the funding organization at pre-defined intervals and in pre-defined formats.
Actors	Agreement Funder, Program Sub-Grant Manager, Program Sub-Grant Assistant, Program Officer, Contract Manager, Contract Assistant, Contract Officer, Fiscal Manager, Fiscal Assistant, Fiscal Officer, Agency Performance Manager, Enterprise Performance Manager, Project Manager
Priority	High
Preconditions	<ul style="list-style-type: none"> User has signed on to system User has permission to produce reports User has the report information
Normal Process	<ol style="list-style-type: none"> User receives notice to report progress to funder User enters agreement identifier and requests to report progress to funder System presents a progress form blank except for agreement information User fills in the form and indicates complete/save System checks business rules and edits System stores funder progress information System sends progress information to funder System displays a message of successful store and transmission
Exceptional Process	<ol style="list-style-type: none"> User doesn't have permission to report for this type of agreement System displays error message User doesn't enter all required fields System asks if user wants to save info and complete later If user says yes, system saves info If user says no, exit use case System finds edit or business rule error System displays error message System error on data store or transmission System displays system error message
Core Business	R15.1 The system must allow user to store and update agreement funder progress report formats

Use Case Name	Report to Funding Source
Requirements/ Priority (Essential, High, Low)	<p><i>Priority:</i> Essential</p> <p>R15.2 The system must allow user to select an agreement funder progress report format to use for an agreement <i>Priority:</i> Essential</p> <p>R15.3 The system must allow user to specify business rules edits in an agreement funder progress report form <i>Priority:</i> Essential</p> <p>R15.4 T The system must allow user to request and complete a funder progress report form for an agreement <i>Priority:</i> Essential</p> <p>R15.5 The system must allow entry of incomplete funder progress report information, save it and allow user to complete it later <i>Priority:</i> High</p> <p>R15.6 The system must allow user to view all funder progress reports for an agreement within a date range <i>Priority:</i> Essential</p> <p>R15.7 The system must record the user-id, agreement identifier and date/time of progress report events in a log <i>Priority:</i> Essential</p> <p>R15.8 The system must allow user to display funder progress report events by agreement number, date range or user-id <i>Priority:</i> Essential</p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	<p>RA15.1 The system must allow user to enter, update and select funder progress report formats for the programs and projects valid for the agency <i>Priority:</i> High</p>
Post Condition	The funder progress report format has been assigned to an agreement and the funder progress report submitted
Data Items	<p>Funder progress report items: date, date range, progress indicators, progress indicator values, agreement-specific data</p> <p>Log info: agreement identifier, date/time of funder progress report submission</p>
Notes	Reports to funding source agencies vary by agency and program

16. REQUEST INFORMATION ON AGREEMENT(S)

Use Case Name	Request Information on Agreement(s)
Use Case Number	16
Description	Many people, state staff and individuals and organizations, need information on agreements, both individual and summary /statistical, reports and queries, selected by a highly variable set of criteria, including geographical and geopolitical area
Actors	All
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has signed on to system User has permission to produce reports
Normal Process	<ol style="list-style-type: none"> User requests to report on one or many agreements System presents a report request form User fills in the form and indicates submits request System searches agreement data System returns list of results User may print results page
Exceptional Process	5. No records are found; system displays message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R16.1 The system must allow enterprise user to specify data items that must appear on all forms for agreements ("enterprise-required") <i>Priority:</i> Essential</p> <p>R16.2 The system must be able to require data items designated as "enterprise-required" on all forms for agreements <i>Priority:</i> Essential</p> <p>R16.3 The system must allow user to search for agreements based on any agreement data item value, or, in the case of dates and amounts, a range of values <i>Priority:</i> Essential</p> <p>R16.4 The system must allow user to search on keyword values in descriptions or notes <i>Priority:</i> Essential</p> <p>R16.5 The system must allow user to specify at least four criteria, counting ranges as one criteria <i>Priority:</i> Essential</p> <p>R16.6 The system must allow user to specify items to appear on result list <i>Priority:</i> Essential</p> <p>R16.7 The system must allow user to specify sequence of items appearing on result list <i>Priority:</i> Essential</p> <p>R16.8 The system must allow pass through of request to the statewide enterprise reporting program</p>

Use Case Name	Request Information on Agreement(s)
	<i>Priority:</i> Essential
	R16.9 The system must allow user to report on data from external data sources, e.g., US census data <i>Priority:</i> Essential
Agency-Specific Requirements/ Priority (Essential, High, Low)	
Post Condition	The agreement information has been reported
Data Items	
Notes	

17. REQUEST A PAYMENT

Use Case Name	Request a Payment
Use Case Number	17
Description	The Recipient will request payment when certain terms of the agreement have been met
Actors	Sub-Grant Recipient, Contractor, Loan Recipient
Priority	High
Preconditions	<ul style="list-style-type: none"> • User has signed on to system • User has permission to request payment on an agreement • Workflow has been set up for this agreement
Normal Process	<ol style="list-style-type: none"> 1. User enters agreement identifier and requests to request payment 2. System presents a payment request form blank except for agreement information 3. User fills in the form and indicates submit 4. System checks business rules and edits 5. System stores progress information and transmits according to agreement workflow 6. System displays a message of successful store
Exceptional Process	<ol style="list-style-type: none"> 2. User doesn't have permission to report for this type of agreement 3. System displays error message 4. User doesn't enter all required fields 5. System asks if user wants to save info and complete later 6. If user says yes, system saves info 7. If user says no, exit use case 5. System finds edit or business rule error 6. System displays error message 6. System error on data store or transmission 7. System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R17.1 The system must allow recipient to request, complete and submit a request for payment form <i>Priority: Essential</i></p> <p>R17.2 The system must allow an electronic signature on a request for payment form <i>Priority: Essential</i></p> <p>R17.3 The system must store payment request data items with the</p>

Use Case Name	Request a Payment
	<p>agreement <i>Priority:</i> Essential</p> <p>R17.4 The system must allow user to view all requests for payment for an agreement within a date range <i>Priority:</i> Essential</p> <p>R17.5 The system must allow electronic authentication of an on-line request for payment form <i>Priority:</i> Essential</p> <p>R17.6 The system must record the user-id, agreement identifier and date/time of requests for payment events in a log <i>Priority:</i> Essential</p> <p>R17.7 The system must allow user to display request for payment events by agreement number, date range or user-id <i>Priority:</i> Essential</p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	
Post Condition	The request for payment has been stored and transmitted according to the agreement workflow
Data Items	<p>Request for payment items: date, date range, requested amount, period covered, document numbers</p> <p>Log info: user-id, agreement identifier, date/time of payment request submission</p>
Notes	

18. PROCESS A PAYMENT REQUEST

Use Case Name	Process a Payment Request
Use Case Number	18
Description	State agency staff evaluate the Recipient's request for payment and send approved requests to fiscal staff for payment
Actors	Program Sub-Grant Manager, Program Sub-Grant Assistant, Contract Manager, Contract Assistant, Contract Officer, Fiscal Manager, Fiscal Assistant, Project Manager
Priority	Essential
Preconditions	<ul style="list-style-type: none"> • User has signed on to system • User has permission to process payment requests • Workflow has been set up for this agreement
Normal Process	<ol style="list-style-type: none"> 1. User requests list of outstanding work items 2. System displays outstanding work items for user 3. User selects a payment request to process 4. System displays payment request 5. User reviews request and indicates next step: approval or rejection 6. System applies workflow rules, e.g., routes to next person in workflow
Exceptional Process	<ol style="list-style-type: none"> 2. User has no outstanding work items 3. Exit use case 6. System error in workflow 7. System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R18.1 The system must display links to a user's outstanding work items for each agreement workflow in which the user is a participant <i>Priority:</i> Essential</p> <p>R18.2 The system must route a submitted request for payment according to the current workflow stored for the agreement <i>Priority:</i> Essential</p> <p>R18.3 The system must alert an agreement manager of submitted request for payment according to the current workflow stored for the agreement <i>Priority:</i> Essential</p> <p>R18.4 The system must allow payment processor to add notes to the request being processed <i>Priority:</i> Essential</p> <p>R18.5 The system must update the status of a payment request according to its progress through the workflow <i>Priority:</i> Essential</p> <p>R18.6 The system must allow user to record the receipt of a paper request for payment and request data</p>

Use Case Name	Process a Payment Request
	<p><i>Priority:</i> Essential</p> <p>R18.7 The system must calculate actual payment based on rules in agreement budget (use case 10)</p> <p><i>Priority:</i> Essential</p> <p>R18.8 The system must prevent approval of payment that will exceed agreement budget</p> <p><i>Priority:</i> Essential</p> <p>R18.9 The system must allow user to display all payment requests and amounts paid for an agreement, with remaining balance</p> <p><i>Priority:</i> Essential</p> <p>R18.10 The system must allow transmission of approved payment requests for actual payment amounts to AFRS</p> <p><i>Priority:</i> Essential</p> <p>R18.11 The system must allow manual or automatic update of payment information from AFRS</p> <p><i>Priority:</i> Essential</p> <p>R18.12 The system must record the user-id, agreement identifier and date/time of a payment processing event in a log</p> <p><i>Priority:</i> Essential</p> <p>R18.13 The system must allow user to display payment processing events by agreement number, date range or user-id</p> <p><i>Priority:</i> Essential</p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	<p>AR18.1 The system must notify fiscal staff that payment request data is waiting to be approved</p> <p><i>Priority:</i> Essential</p>
Post Condition	The payment request has been validated and sent to AFRS for payment
Data Items	<p>Payment request items: date, amount, funds, payment identifiers</p> <p>Log info: user-id, agreement identifier, date/time of request for payment event</p>
Notes	

19. PROCESS A FINANCIAL ADJUSTMENT

Use Case Name	Process a Financial Adjustment
Use Case Number	19
Description	State program staff or fiscal staff who find discrepancies will adjust the financial records of an agreement. Includes all encumbrances, encumbrance liquidations, estimates of biennial carryover, warrant cancellations and reissues, refunds and reconciliations with AFRS general ledger.
Actors	Program Sub-Grant Manager, Program Sub-Grant Assistant, Contract Manager, Contract Assistant, Contract Officer, Fiscal Manager, Fiscal Assistant, Project Manager
Priority	Essential
Preconditions	<ul style="list-style-type: none"> • User has signed on to system • User has permission to process financial adjustments • Workflow has been set up for this agreement
Normal Process	<ol style="list-style-type: none"> 1. User requests list of outstanding work items 2. System displays outstanding work items for user 3. User selects a payment adjustment to process 4. System displays agreement payment information 5. User enters adjustment and indicates next step: approval 6. System applies workflow rules, e.g., sends confirmation message
Exceptional Process	<ol style="list-style-type: none"> 2. User has no outstanding work items 3. Exit use case 6. System error in workflow 7. System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R19.1 The system must route a submitted financial transaction according to the current workflow stored for the agreement <i>Priority: Essential</i></p> <p>R19.2 The system must alert an agreement manager of submitted financial transaction according to the current workflow stored for the agreement <i>Priority: Essential</i></p> <p>R19.3 The system must allow transaction processor to add notes to the request being processed <i>Priority: Essential</i></p> <p>R19.4 The system must update the status of a transaction request according to its progress through the workflow <i>Priority: Essential</i></p> <p>R19.5 The system must include all financial transactions in calculations of displayed agreement balance</p>

Use Case Name	Process a Financial Adjustment
	<p><i>Priority:</i> Essential</p> <p>R19.6 The system must allow transmission of approved transaction requests to AFRS</p> <p><i>Priority:</i> Essential</p> <p>R19.7 The system must allow user to update the agreement budget to reflect financial adjustments</p> <p><i>Priority:</i> Essential</p> <p>R19.8 The system must use accounting practices compliant with Sarbanes-Oxley requirements</p> <p><i>Priority:</i> Essential</p> <p>R19.9 The system must record the user-id, agreement identifier and date/time of a financial transaction event in a log</p> <p><i>Priority:</i> Essential</p> <p>R19.10 The system must allow user to display financial transaction events by agreement number, date range or user-id</p> <p><i>Priority:</i> Essential</p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	
Post Condition	The transaction has been processed and sent to AFRS
Data Items	<p>Financial transaction items: date, type, amounts, funds, transaction identifiers and attributes</p> <p>Log info: user-id, agreement identifier, date/time of transaction event</p>
Notes	

20. EVALUATE/INSPECT/AUDIT A GRANT

Use Case Name	Evaluate/Inspect/Audit a Grant
Use Case Number	20
Description	Staff from within or outside the agency administering the business program may inspect and evaluate the work of a recipient or audit the records of an agreement
Actors	Program Sub-Grant Manager, Program Sub-Grant Assistant, Program Officer, Inspector, Auditor, Contract Manager, Contract Assistant, Contract Officer, Fiscal Manager, Fiscal Assistant, Fiscal Officer, Agency Performance Manager, Enterprise Performance Manager, Project Manager
Priority	Essential
Preconditions	<ul style="list-style-type: none"> • User has signed on to system • User has permission to record an inspection or audit event • Workflow has been set up for this sub-grant application evaluation
Normal Process	<ol style="list-style-type: none"> 1. User requests list of outstanding work items 2. System displays outstanding work items for user 3. User selects an inspection due 4. System displays agreement information 5. User performs inspection or audit 6. User records results of inspection or audit and indicates next step: approval 7. System applies workflow rules, e.g., notifies agreement manager
Exceptional Process	<ol style="list-style-type: none"> 2. User has no outstanding work items 3. Exit use case 6. System error in workflow 7. System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R20.1 The system must notify managers, inspectors and auditors of upcoming reviews needed <i>Priority:</i> Essential</p> <p>R20.2 The system must allow user to record the results of an inspection or audit <i>Priority:</i> Essential</p> <p>R20.3 The system must store recorded inspection or audit results with the agreement and the recipient/vendor <i>Priority:</i> Essential</p> <p>R20.4 The system must allow authorized user to display inspection or audit results for an agreement <i>Priority:</i> Essential</p> <p>R20.5 The system must route an inspection or audit report according to the</p>

Use Case Name	Evaluate/Inspect/Audit a Grant
	current workflow stored for the agreement <i>Priority:</i> Essential R20.6 The system must allow authorized user to find and display inspection or audit results for a recipient <i>Priority:</i> Essential R20.7 The system must allow user to specify and track follow-up activities as a result of an audit or inspection <i>Priority:</i> Essential R20.8 The system must record the user-id, agreement identifier and date/time of inspection/audit event in a log <i>Priority:</i> Essential R20.9 The system must allow user to display inspection/audit events by agreement identifier, date range or user-id <i>Priority:</i> Essential
Agency-Specific Requirements/ Priority (Essential, High, Low)	
Post Condition	The agreement has been inspected and the report passed to the next workflow step
Data Items	Inspection/audit items: date, notes, follow-up events Log info: user-id, agreement identifier, date/time inspection completed
Notes	

21. CLOSE OUT AGREEMENT

Use Case Name	Close Out Agreement
Use Case Number	21
Description	At the end of an agreement, final terms must be met and its records closed
Actors	Sub-Grant Recipient, Contractor, Loan Recipient, Program Sub-Grant Manager, Program Sub-Grant Assistant, Contract Manager, Contract Assistant, Contract Officer, Fiscal Manager, Fiscal Assistant, Agency Performance Manager, Enterprise Performance Manager, Project Manager
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has signed on to system User has permission to close agreements Workflow has been set up for this agreement
Normal Process	<ol style="list-style-type: none"> User requests list of outstanding work items System displays outstanding work items for user User selects an agreement to close System displays agreement User enters close-out information, e.g., final outcomes and indicates next step: close System applies workflow rules, e.g., notifies fiscal of close
Exceptional Process	<ol style="list-style-type: none"> User has no outstanding work items Exit use case System error in workflow System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R21.1 The system must notify managers of upcoming agreement closings <i>Priority: Essential</i></p> <p>R21.2 The system must allow user to record financial and program closing information <i>Priority: Essential</i></p> <p>R21.3 The system must allow user to record recipient evaluation information <i>Priority: Essential</i></p> <p>R21.4 The system must store recorded closing information with the agreement <i>Priority: Essential</i></p> <p>R21.5 The system must allow authorized user to display closing information for an agreement <i>Priority: Essential</i></p> <p>R21.6 The system must route a financial or program closing according to the current workflow stored for the agreement <i>Priority: Essential</i></p>

Use Case Name	Close Out Agreement
	<p>R21.7 The system must allow recording of business rules for financial and program closing an agreement, e.g., no payment requests outstanding <i>Priority: Essential</i></p> <p>R21.8 The system must apply business rules to requests to enter closing information and allow adding/disallow based on the business rules <i>Priority: Essential</i></p> <p>R21.9 The system must generate a close-out letter to the recipient/vendor <i>Priority: Essential</i></p> <p>R21.10 The system must allow user to record the receipt of a signed close-out letter from the recipient/vendor <i>Priority: Essential</i></p> <p>R21.11 The system must record the user-id, agreement identifier and date/time of a closing event in a log <i>Priority: Essential</i></p> <p>R21.12 The system must allow user to display closing events by agreement identifier, date range or user-id <i>Priority: Essential</i></p> <p>R21.13 The system must allow user to display closing events by agreement identifier, date range or user-id <i>Priority: Essential</i></p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	<p>AR21.1 The system must notify fiscal staff of close out <i>Priority: High</i></p>
Post Condition	The closing information has been stored with the agreement and routed according to the agreement workflow
Data Items	<p>Closing items: closing type, date, notes</p> <p>Recipient evaluation items: satisfactory (Y/N); evaluator; notes</p> <p>Log info: user-id, agreement identifier, date/time of request for closing event</p>
Notes	

22. SEND INFORMATION TO/FROM AFRS

Use Case Name	Send Information To/From AFRS
Use Case Number	22
Description	Accounts Payable (A/P) information must be sent to AFRS and AFRS will send acknowledging information to the new system
Actors	AFRS
Priority	Essential
Preconditions	<ul style="list-style-type: none"> • Agreement has been recorded in system • Payment request has been recorded for agreement • AFRS and its interface are operational
Normal Process	<ol style="list-style-type: none"> 1. System stores a request for payment on an agreement 2. System assembles transaction information 3. System sends transaction to AFRS 4. AFRS edits transaction batch 5. AFRS processes transaction 6. AFRS sends acknowledgement of transaction to system
Exceptional Process	<ol style="list-style-type: none"> 5. AFRS finds transaction or batch error 6. System displays error message 6. AFRS cannot send acknowledgement of transaction to system 7. System displays message asking user to reconcile with AFRS
Core Business Requirements/ Priority (Essential, High, Low)	<p>R22.1 The system must collect all data needed for an AFRS A/P transaction <i>Priority: Essential</i></p> <p>R22.2 The system must compile an AFRS A/P transaction for transmission <i>Priority: Essential</i></p> <p>R22.3 The system must send a transaction to AFRS for payment requests and other financial transactions <i>Priority: Essential</i></p> <p>R22.4 The system must receive, interpret and handle AFRS error messages <i>Priority: Essential</i></p> <p>R22.5 The system must be able to receive AFRS acknowledgement of a financial transaction <i>Priority: Essential</i></p> <p>R22.6 The system must update the payment information for an agreement based on the response from AFRS <i>Priority: Essential</i></p>
Agency-Specific Requirements/ Priority	

Use Case Name	Send Information To/From AFRS
(Essential, High, Low)	
Post Condition	The A/P transaction has been processed by AFRS and acknowledged
Data Items	<p>In addition to agreement and amendment identifiers, these items:</p> <p><i>AFRS batch items:</i> biennium year; fiscal month; batch number; prep date; type</p> <p><i>AFRS encumbrance items:</i> allotted; identifier for JVs; date posted; action code; comment and continuation; ref doc number; vendor number; form-specific items; appropriation index code; AFRS city code; AFRS county code; debit/credit; action code; amount; transaction code; fiscal biennium; fiscal month; fund; general ledger account; invoice number; major group code; major source code; payment modifier code; object; org index; program index; project phase; project; reference document; reversal code; agency number; sub-object; sub-project code; sub-source code; sub-sub-object; subsidiary account credit; subsidiary account debit; activity</p> <p><i>Fund items:</i> fund; payment fund share percent; payment record code; total authorized payment; total retainage withheld</p> <p><i>Payment items:</i> date payment posted; fund; group number; pay action code; payment record code; payment retainage percent; ready to post pay; total authorized payment; total retainage withheld;</p> <p>actual reported payment amount; batch number; date agency received; invoice date; payment info received date; payment prepared by; agency number; vendor message; vendor number; warrant actual fiscal month; warrant actual fiscal year; warrant date; warrant date sent; warrant number; work incurred end date; work incurred fiscal year; work incurred start date; also items from encumbrance; amount SIC disbursed; transaction code</p> <p><i>Task payment items:</i> budget task cost eligible for agency funding or match; budget task number; date payment posted; group number; pay action code; payment record code; payment retainage percent; ready to post pay; task cash amount; task interlocal inkind amount; task other inkind amount</p>
Notes	

23. MAKE INFORMATION AVAILABLE TO OTHER SYSTEMS

Use Case Name	Make Information Available to Other Systems
Use Case Number	23
Description	Make information available to other applications in a standard format.
Actors	System Administrator; Other Applications
Priority	Essential
Preconditions	<ul style="list-style-type: none"> • Application can access standard-format data • Application knows identity of data to access • Application has permission to access data
Normal Process	<ol style="list-style-type: none"> 1. Application requests data 2. System verifies application permission to access data 3. System permits application to read/copy data
Exceptional Process	<ol style="list-style-type: none"> 3. System denies application permission to access data
Core Business Requirements/ Priority (Essential, High, Low)	<p>R23.1 The system must make data items available to other applications in a standard format <i>Priority:</i> Essential</p> <p>R23.2 The system must make data items available to other applications in real time <i>Priority:</i> High</p> <p>R23.3 The system must allow user to specify the applications that have permission to access data, using the roles described in use case 29 <i>Priority:</i> Essential</p> <p>R23.4 The system must log all application accesses <i>Priority:</i> Essential</p> <p>R23.5 The system must allow user to view the log of application accesses <i>Priority:</i> Essential</p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	
Post Condition	The application has read/copied needed data
Data Items	Application permissions
Notes	This use case replaces separate use cases for access by different kinds of applications

24. DELETED

25. DELETED

26. DELETED

27. GET HELP ON SYSTEM USE

Use Case Name	Get Help on System Use
Use Case Number	27
Description	Request and receive on-screen instructions on how to use the new system
Actors	All
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has signed on to system
Normal Process	<ol style="list-style-type: none"> User requests help for page currently displayed In separate window, system presents a page with explanations and instructions for items on page currently displayed User closes help window
Exceptional Process	
Core Business Requirements/ Priority (Essential, High, Low)	<p>R27.1 The system must allow user to request help on any page where user may enter or request data <i>Priority:</i> Essential</p> <p>R27.2 The system must display clear and specific explanations of all items and instructions for all data entry items on the page <i>Priority:</i> Essential</p> <p>R27.3 The system must allow a system administrator to update help pages <i>Priority:</i> Essential</p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	<p>AR27.1 The system must allow agency system administrators to update help pages for their agency <i>Priority:</i> High</p>
Post Condition	Help information has been displayed
Data Items	Help text; date updated
Notes	

28. SIGN ON TO SYSTEM

Use Case Name	Sign On to System
Use Case Number	28
Description	Access the system with an appropriate role
Actors	All
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has permission to sign on to system
Normal Process	<ol style="list-style-type: none"> User requests to enter system System presents a form to enter user-id and password User fills in the form and presses Enter System checks user-id and password System returns "home" page appropriate for the user's role
Exceptional Process	<ol style="list-style-type: none"> User doesn't have permission to access system System displays error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R28.1 The system must allow user to access the system with a certain role <i>Priority: Essential</i></p> <p>R28.2 The system must require a user to set a hardened password <i>Priority: Essential</i></p> <p>R28.3 The system must require a user to change his/her password at a configurable interval <i>Priority: Essential</i></p> <p>R28.4 The system must be able to lock out a user after a configurable number of failed sign on attempts <i>Priority: Essential</i></p> <p>R28.5 The system must be able to log out a user after a configurable period of inactivity <i>Priority: Essential</i></p> <p>R28.6 The system must log all users' access to the system <i>Priority: Essential</i></p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	<p>AR28.1 System must allow agency staff to sign on once and pass their identity information to the system <i>Priority: High</i></p>
Post Condition	The user is signed on with a certain role
Data Items	Log of access: user-id, date/time of sign-on
Notes	

29. CONTROL ACCESS TO SYSTEM

Use Case Name	Control Access to System
Use Case Number	29
Description	Set up and maintain a list of people authorized to access the new system, and the roles they are authorized to assume.
Actors	Agency System Administrator, Enterprise System Administrator
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has signed on to system User has permission to add and change users and user roles
Normal Process	<ol style="list-style-type: none"> User requests to add or change user access System presents list of all users with roles User adds or changes access information and indicates complete/save System checks business rules and edits System stores user information System displays a message of successful store
Exceptional Process	<ol style="list-style-type: none"> System finds edit or business rule error System displays error message System error on data store System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R29.1 The system must allow user to display all users authorized to access the system and their roles <i>Priority:</i> Essential</p> <p>R29.2 The system must allow user to define access roles to read or update agreement data based on: agency; type of agreement (grant/contract/loan); program; project; agreement; type of data (e.g., financial); transaction; <i>Priority:</i> Essential</p> <p>R29.3 The system must allow user to enforce separation of financial duties for users <i>Priority:</i> Essential</p> <p>R29.4 The system must allow a system administrator role which may not access business transactions or data <i>Priority:</i> Essential</p> <p>R29.5 The system must not allow shared user-id's <i>Priority:</i> Essential</p> <p>R29.6 The system must keep user lists secure and separate from other data <i>Priority:</i> Essential</p> <p>R29.7 The system must log all access and changes to user lists <i>Priority:</i> Essential</p> <p>R29.8 The system must allow user to display user list access log based on</p>

Use Case Name	Control Access to System
	user-id and date <i>Priority: Essential</i> R29.9 The system must allow user to display user system access log based on user-id and date <i>Priority: Essential</i> R29.10 System must allow interface with an enterprise HR system to update user list when a person leaves an agency <i>Priority: High</i>
Agency-Specific Requirements/ Priority (Essential, High, Low)	
Post Condition	The user list with roles has been stored
Data Items	User information: user-id; permissions by agency, agreement type, program, project, agreement; type of data in agreement; transaction Log info: user-id, date/time of access; type of access; before and after images
Notes	

30. UPDATE SYSTEM TABLES

Use Case Name	Update System Tables
Use Case Number	30
Description	Set up and maintain both enterprise-wide and agency-specific data tables. Includes financial transaction types and AFRS transaction codes.
Actors	Agency System Administrator, Enterprise System Administrator
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has signed on to system User has permission to add and change system tables
Normal Process	<ol style="list-style-type: none"> User requests to update system tables and enters table name System presents table with all entries User adds or changes item and indicates complete/save System checks business rules and edits System stores changed table information System displays a message of successful update
Exceptional Process	<ol style="list-style-type: none"> System finds edit or business rule error System displays error message System error on data store System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R30.1 The system must allow user to add or change item value tables <i>Priority:</i> Essential</p> <p>R30.2 The system must restrict agency system administrator to changing only tables for that agency <i>Priority:</i> Essential</p> <p>R30.3 The system must allow user to add a data value table for a new data item <i>Priority:</i> Essential</p> <p>R30.4 The system must make all item values immediately available to searches <i>Priority:</i> Essential</p> <p>R30.5 The system must allow user to specify business rules for updating an item value table <i>Priority:</i> Essential</p> <p>R30.6 The system must enforce business rules for a data value table and allow/disallow an update based on the rules <i>Priority:</i> Essential</p> <p>R30.7 The system must allow indicating a date range for a data value, i.e., starting and ending effective dates <i>Priority:</i> Essential</p>

Use Case Name	Update System Tables
	<p>R30.8 The system must log all changes to data item tables <i>Priority:</i> Essential</p> <p>R30.9 The system must allow user to display data table access log based on user-id and date <i>Priority:</i> Essential</p> <p>R30.10 The system must allow downloading of external data <i>Priority:</i> Essential</p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	<p>AR30.1 The system must allow user to add or change item value tables specific to an agency <i>Priority:</i> Essential</p> <p>AR30.2 The system must allow user to add an agency-specific data value table for a new agency-specific data item <i>Priority:</i> Essential</p>
Post Condition	Data value table has been updated
Data Items	<p>Data value table attributes: name; agency; date last updated</p> <p>Data value table item items: item; description; starting effective date; ending effective date; active/inactive; notes; date/time of update</p> <p>Log info: user-id, item changed, date/time of update</p>
Notes	<p>Because programs vary widely, there are many very different types of program data. For example, outcomes for one program may be incomes of residents of housing units or square footage built. Outcomes for another program may be lower pollution measurements within a certain geographic area. Another may be social or health-related measurements.</p> <p>Automating the reporting and tracking of program-specific outcomes will require an enormous number of data tables and report formats.</p>

31. ADD AGENCY

Use Case Name	Add Agency
Use Case Number	31
Description	Set up and maintain a state agency's use of the new system.
Actors	Enterprise System Administrator
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has signed on system User has permission to add an agency
Normal Process	<ol style="list-style-type: none"> User requests to add agency System presents form for agency information User adds agency information and indicates complete/save System checks business rules and edits System stores agency information System displays a message of successful update
Exceptional Process	<ol style="list-style-type: none"> 5. System finds edit or business rule error 6. System displays error message 6. System error on data store 7. System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R31.1 The system must allow user to add an agency to use the system <i>Priority:</i> Essential</p> <p>R31.2 The system must allow entry of information about a user agency <i>Priority:</i> Essential</p> <p>R31.3 The system must log all access and changes to agency attributes <i>Priority:</i> Essential</p> <p>R31.4 The system must allow user to display agency attributes access log based on user-id and date <i>Priority:</i> Essential</p>
Agency-Specific Requirements/ Priority (Essential, High, Low)	
Post Condition	New agency users may access the system
Data Items	<p>Agency table attributes: name; code; agency system administrator information; agency-specific data tables; agency-specific data items</p> <p>Log info: user-id, item changed, date/time of update</p>
Notes	

32. MAINTAIN RECIPIENT/VENDOR INFORMATION

Use Case Name	Maintain Recipient/Vendor Information
Use Case Number	32
Description	Maintain the list and accompanying information on recipients of sub-grants and loans and vendors
Actors	Agency System Administrator, Enterprise System Administrator
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has signed on to system User has permission to maintain recipient tables
Normal Process	<ol style="list-style-type: none"> User requests to update recipient table and enters table name System presents table with all entries User adds or changes item and indicates complete/save System checks business rules and edits System stores changed table information System displays a message of successful update
Exceptional Process	<ol style="list-style-type: none"> System finds edit or business rule error System displays error message System error on data store System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R32.1 The system must allow user to add or change recipient tables <i>Priority:</i> Essential</p> <p>R32.2 The system must restrict agency system administrator to changing only recipient tables for that agency <i>Priority:</i> Essential</p> <p>R32.3 The system must allow user to specify business rules for updating a recipient table entry <i>Priority:</i> Essential</p> <p>R32.4 The system must enforce business rules for a recipient table entry and allow/disallow an update based on the rules <i>Priority:</i> Essential</p> <p>R32.5 The system must allow indicating a date range for a recipient entry, i.e., starting and ending effective dates <i>Priority:</i> Essential</p> <p>R32.6 The system must allow reconciling recipient table entries with each other and with other agency vendor tables <i>Priority:</i> Essential</p> <p>R32.7 The system must allow establishing relationships between recipients/vendors, e.g., a division of a recipient organization has a "child" relationship to the organization</p>

Use Case Name	Maintain Recipient/Vendor Information
	<i>Priority:</i> High R32.8 The system must log all changes to recipient tables <i>Priority:</i> Essential R32.9 The system must allow user to display recipient table access log based on user-id and date <i>Priority:</i> Essential
Agency-Specific Requirements/ Priority (Essential, High, Low)	AR32.1 The system must allow user to add or change recipient tables specific to an agency <i>Priority:</i> Essential
Post Condition	Recipient table has been updated
Data Items	Recipient table attributes: name; agency; date last updated Recipient table item items: name; DBAs; TIN/SSN; addresses; starting effective date; ending effective date; active/inactive; notes; date/time of update; evaluation items Log info: user-id, item changed, date/time of update
Notes	

33. TRACK AGREEMENT DELIVERABLES

Use Case Name	Track Agreement Deliverables
Use Case Number	33
Description	Track the deliverables for an agreement to assure compliance
Actors	Program Sub-Grant Manager, Program Sub-Grant, Program Officer, Inspector, Auditor, Contract Manager, Contract Assistant, Contract Officer, Fiscal Manager, Fiscal Assistant, Fiscal Officer, Agency Performance Manager, Enterprise Performance Manager, Project Manager
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has signed on to system User has permission to track deliverables
Normal Process	<ol style="list-style-type: none"> User requests to enter or update deliverable information and enters agreement identifier System displays deliverable information for agreement User enters/updates deliverable information System edits information against business rules System stores deliverable information
Exceptional Process	<ol style="list-style-type: none"> System finds edit or business rule error System displays error message System error on data store System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R33.1 The system must allow user to record descriptions of an unlimited number of agreement deliverables <i>Priority:</i> Essential</p> <p>R33.2 The system must allow user to record evaluation criteria for all agreement deliverables <i>Priority:</i> Essential</p> <p>R33.3 The system must allow user to record status and status date for all agreement deliverables <i>Priority:</i> Essential</p> <p>R33.4 The system must allow user to record receipt of an agreement deliverable <i>Priority:</i> Essential</p> <p>R33.5 The system must route a request to evaluate a deliverable according to the current workflow stored for the agreement, when a deliverable is received <i>Priority:</i> Essential</p> <p>R33.6 The system must record the user-id, agreement identifier and date/time of deliverables update in a log <i>Priority:</i> Essential</p>

Use Case Name	Track Agreement Deliverables
	R33.7 The system must allow user to display deliverables events by agreement number, date range or user-id <i>Priority:</i> Essential
Agency-Specific Requirements/ Priority (Essential, High, Low)	
Post Condition	User has agreement monitoring information
Data Items	Agreement deliverables: number; phase; description; evaluation criteria; status (due/delivered/approved/rejected); cost; due date
Notes	

34. TRACK AGREEMENT OUTCOMES

Use Case Name	Track Agreement Outcomes
Use Case Number	34
Description	Track the outcomes for an agreement as they relate to agency and funder goals
Actors	Program Sub-Grant Manager, Program Sub-Grant, Program Officer, Inspector, Auditor, Contract Manager, Contract Assistant, Contract Officer, Fiscal Manager, Fiscal Assistant, Fiscal Officer, Agency Performance Manager, Enterprise Performance Manager, Project Manager
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has signed on to system User has permission to see agreement information
Normal Process	<ol style="list-style-type: none"> User requests to enter or update outcome information and enters agreement identifier System displays outcome information for agreement User enters/updates outcome information System edits information against business rules System stores outcome information
Exceptional Process	<ol style="list-style-type: none"> System finds edit or business rule error System displays error message System error on data store System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R34.1 The system must allow user to record descriptions of an unlimited number of agreement outcomes <i>Priority:</i> Essential</p> <p>R34.2 The system must allow user to record evaluation criteria for all agreement outcomes <i>Priority:</i> Essential</p> <p>R34.3 The system must allow user to record the performance activity to which the agreement outcome contributes <i>Priority:</i> Essential</p> <p>R34.4 The system must allow user to record status and status date for all agreement outcomes <i>Priority:</i> Essential</p> <p>R34.5 The system must allow user to search for agreement outcomes contributing to a performance activity or other "enterprise-required" data item and display the outcomes <i>Priority:</i> Essential</p> <p>R34.6 The system must record the user-id, agreement identifier and date/time of outcome update in a log</p>

Use Case Name	Track Agreement Outcomes
	<i>Priority:</i> Essential R34.7 The system must allow user to display outcome events by agreement number, date range or user-id <i>Priority:</i> Essential
Agency-Specific Requirements/ Priority (Essential, High, Low)	
Post Condition	Agreement outcome information has been updated or displayed
Data Items	Outcome information: number; description; evaluation criteria; status (met/not met); status date; notes
Notes	

35. REGISTER TO APPLY FOR A SUB-GRANT

Use Case Name	Register to Apply for a Sub-Grant
Use Case Number	35
Description	An individual or representative of an organization fills out or changes a registration form before applying for a sub-grant and submits it as instructed. One registration may be used for all subsequent applications for the individual.
Actors	Applicant, Respondent
Priority	Essential
Preconditions	<ul style="list-style-type: none"> User has navigated to sub-grant advertisement web page
Normal Process	<ol style="list-style-type: none"> User selects link to sub-grant application web page Web page for sub-grant application appears User requests to register to apply Web page for applicant registration appears User fills in the application form and indicates complete/save System checks business rules and edits System stores registration System displays a message of successful submission
Exceptional Process	<ol style="list-style-type: none"> User requests to change registration information User doesn't enter all required fields System asks if user wants to save info and complete later If user says yes, system saves info If user says no, exit use case System finds edit or business rule error System displays error message System error on application store System displays system error message
Core Business Requirements/ Priority (Essential, High, Low)	<p>R35.1 The system must allow user to register once to apply for a sub-grant <i>Priority:</i> Essential</p> <p>R35.2 The system must allow user to change registry information <i>Priority:</i> Essential</p> <p>R35.3 The system must evaluate user's registration against business rules <i>Priority:</i> Essential</p> <p>R35.4 The system must assign a recipient identifier to each registered applicant</p>

Use Case Name	Register to Apply for a Sub-Grant
	<i>Priority:</i> Essential R35.5 The system must store user's registration information <i>Priority:</i> Essential R35.6 The system must require correct identification and password to display or change a user's registration information <i>Priority:</i> Essential
Agency-Specific Requirements/ Priority (Essential, High, Low)	
Post Condition	The sub-grant potential applicant has been registered
Data Items	Applicant registration items: Registration identifier, identifying questions for registrant, verification data Registrant items: name, address, location, insurance certification, kinds of funding opportunities of interest (program types), whether authorized to submit applications on behalf of their organization Log info: registration identifier, date/time of application submission
Notes	